

City of Beavercreek
An Equal Opportunity Employer

Position Title: Cook 2

Department: Beavercreek Golf Club – Kitchen

Employment Status: Seasonal

FLSA Status: Non-Exempt

The City of
BEAVERCREEK
Ohio

GENERAL NATURE OF WORK: This position does require specific knowledge of a commercial food service kitchen. This is semi-skilled work in the operation of the day-to-day activities of the kitchen. An employee in this class reports directly to the Chef for daily instruction, schedule and general duties.

EQUIPMENT: This position requires general knowledge of food service equipment, safety measures, procedures and sanitation procedures. The primary work site is the Kitchen facilities located at Beavercreek Golf Club.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Must be able to bend, stoop, kneel and stand during duration of the work shift.
- Must be able to lift up to 50lbs+.
- Maintain a neat and sanitary work environment.
- Maintain personal hygiene to departmental standards.
- Demonstrates regular and predictable attendance.
- Full understanding of kitchen equipment and its uses – including set-up, break down and clean up.
- Completion of food services including prep work, line set up and banquet prep with direction from Chef but with minimal supervision.
- Prepares all food services and menu items to specification with minimal supervision.
- Supervised completion of cooking temperatures for hazardous food items.
- Full understanding of Temperature Danger Zone
- Ability to create daily food specials and daily soup specials with minimal supervision.
- Assure all products are rotated and properly stored to minimize waste.
- Completion of all the assigned tasks either listed on production lists or under direct request of the Chef.
- Ability to run food service hot and cold line with minimal supervision.
- Upon receiving shipments, check for proper counts, condition and quality of product.
- Completion of all opening and closing duties with supervision.
- Completion of Action stations with supervision. IE: Carving and/ Or Omelet cooking stations.
- Training of the banquet function agreements
- Communicate with management regarding problems in the kitchen.
- Maintain professional work relations with peers.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Operates equipment as necessary.
- Performs other duties as assigned with supervisor and under direction from the Chef.

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DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent; or any combination of training and experience which provides the desired knowledge, skills and abilities.
- Prior commercial kitchen experience required.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to work other than normal working hours, and to work various shifts as necessary.
- Possession of, or ability to obtain after employment CPR/First Aid Certification.
- Possess and maintain a valid Ohio Driver's License as required.

Job Description Approved by: _____

City Manager

5/6/11

Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date